

About College & Research Libraries

Manuscript Preparation

Manuscripts of articles should be sent to the editor-designate, Donald E. Riggs, The University of Michigan, 818 Hatcher Library South, Ann Arbor, MI 48109; (313) 764-9356; fax: (313) 763-5080; or e-mail: driggs@umich.edu.

Instructions for Authors

1. Submit original, unpublished manuscripts only. Authors are responsible for the accuracy of the statements included. Papers presented at a conference should be identified with the conference name and date in the cover letter.

2. Manuscripts should be machine-printed and double-spaced. Three copies should be provided. Disk copy will be requested from authors for accepted articles. Virtually any MS-DOS disk can be processed. Authors' titles, names, and affiliations should appear on a cover page only. **Do not** repeat this information in the text. Using key words from the title, put a header or footer on each page and include the page number. A 75- to 100-word abstract should precede the body of the article. Although longer works may be considered, 1,000- to 5,000-word manuscripts are most suitable.

3. Clear, simple prose enhances the presentation of ideas and opinions. The editor especially encourages writing in the active voice.

4. Local peer review increases a manuscript's quality. Distribute the paper to colleagues, discuss it, and make revisions based on their comments.

5. Spelling will follow *Webster's Collegiate Dictionary*, 10th edition.

6. *College & Research Libraries* follows *The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Pr., 1993) for capitalization, punctuation, quotations, tables, captions, and elements of bibliographic style.

7. The author is responsible for verifying all citations carefully. Bibliographic references should be consecutively numbered throughout the manuscript. Double-spaced endnotes should appear on separate pages at the end of the article. Use regular aligned numbers (1., 2., etc.) not superscripts.

8. C&RL follows the *Chicago* style of volume (date): pages. For example:

1. Larry R. Oberg, Mary Kay Schleiter, and Michael Van Houten, "Faculty Perceptions of Librarians at Albion College: Status, Role, Contribution, and Contacts," *College & Research Libraries* 50 (Mar. 1989): 215-30.

First mention of an article should use the author's full name; subsequent mentions will be by last name only.

9. Subsequent references should utilize surname, brief title, and page reference. If no other reference intervenes, "Ibid." will be used. Do not underline "Ibid." Op. cit. and loc. cit. are not used. For citations to book or journal page numbers, use 217-19 not p. 217-19. For example:

13. Oberg, Schleiter, and Van Houten, "Faculty Perceptions," 217-19.

Consult C&RL for further examples.

10. Tables and illustrations should appear on separate pages at the end of the paper. Indicate desired placement by adding an instruction, such as (Insert table 2), in parentheses. Each illustration or table should have a number and a brief title. Tables should be double-spaced, should follow examples in *The Chicago Manual of Style*, and should be submitted on disk.

11. Submit original, camera-ready art for illustrations, figures, and graphs.

Subject Content

College & Research Libraries includes articles in all fields of interest and concern to academic and research libraries. Well-done manuscripts on all aspects of academic and research librarianship will be considered. Manuscripts may include research studies, case studies, descriptive narratives of successful and unsuccessful ventures, thoughtful discussions of issues in librarianship, and other suitable methods.

The editors and the Editorial Board invite submissions relevant to the goals stated in the ACRL Strategic Plan, 1991-2001 (C&RL News, September 1995):

1) Provide development opportunities for academic and research librarians and other library personnel that enhance their ability to deliver superior services and resources.

2) Collaborate with other professional organizations and associations of higher education in order to promote mutual interests.

3) Maintain at the national level a prominent role in planning and decision making for influencing information policy.

4) Ensure that ACRL's operating environment provides efficiency in its use of resources and effectiveness in the delivery of services to its members and constituent units.

Review of Manuscripts

College & Research Libraries is a refereed journal using double-blind reviewing. The editor peruses manuscripts and submits them to two readers, generally members of the Editorial Board. For this process, the cover sheet with authors' names and other identifying materials is blocked out or deleted.

Editorial Board readers address themselves to the content and style of the manuscript. Main areas of consideration are:

- Does the manuscript make a new contribution to the literature?
- Is the method used appropriate to the subject?
- Does the evidence presented support the hypothesis?
- Does the author communicate clearly with an educated, yet not necessarily specialized, audience?
- Does the literature review place the research or opinions in perspective?

This review process takes eight to ten weeks. After the decision has been made, the editor writes to the author accepting the manuscript, accepting it contingent on revisions, or rejecting it. Authors may not submit the manuscript to other publications while a C&RL review is in progress.

Research Notes

Manuscripts submitted to Research Notes may include shorter research reports on topics of general concern to academic librari-

anship (the reports can cover planned, in-progress, and completed research); identification of research problems; original contributions to the research process itself (e.g., innovative presentations of research designs and methodologies); critical bibliographical essays; and critical essays. All papers submitted are refereed. Authors should follow the manuscript preparation instructions detailed above and contact editor-designate Donald E. Riggs at the University of Michigan for information on where to send manuscripts: (313) 764-9356; fax: (313) 763-5080; or e-mail: driggs@umich.edu.

Publication

If accepted, manuscripts generally appear about ten months after completion of the review process. The editor may offer recommendations for changes when the article is accepted. Further editing may occur to tailor the article to C&RL's style.

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Letters

Readers who wish to comment on articles in the journal should address the letters to the editor. Letters should be succinct; no longer than 200 words. Letters will be published on a space-available basis.

Reviews

College & Research Libraries includes reviews of new publications pertinent to academic and research librarians. Publishers are invited to send review copies and announcements to the Book Review Editors; contact editor-designate Donald E. Riggs at the University of Michigan for information on where to send books: (313) 764-9356 or e-mail: driggs@umich.edu. Prospective reviewers may write to the book review editors indicating their qualifications and special areas of interest; contact Donald E. Riggs for information.

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FILING

Filing is word-by-word (ALA, 1968).

ABBREVIATIONS

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ARL Academic Science and Technology Libraries: Report of a Survey—
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Student Use of Online Catalogs and Other Information Channels—
Ingrid Hsieh-Yee

**Evaluation of Commercial Document Suppliers: Improving Access to
Current Journal Literature—Alice Duhon Mancini**

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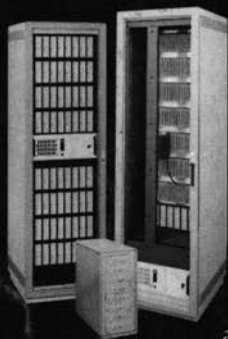
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U.S. Patent
and Trademark
Office includes
CD-ROM
servers, towers
and jukeboxes.*



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